

How to use the online booking facility.

- **Online booking is ONLY available to Smartcard holders. If you would like more information about becoming a smart card holder click [here](#).**
- **Your account must be in credit to make a booking. You can add credit to your account in person or by phoning the centre.**
- **Cancelations require a minimum of 24 hours' notice. Otherwise the full fee will be charged.**

New users

1. Register your card using your Smart Card number (*found on your welcome letter or available from reception*), Surname and Email address.
Nb. The email must be the same as the one you included on your application form
2. A verification email will be sent (please check your spam or junk folders) click the link in the email and choose a username and password.
3. Credit your account and then start booking courts!

To make a booking.

1. Login using your username and password
2. Choose 'booking' from the left hand menu: (My bookings will show current bookings you have made). Click 'activities'
3. Click on the centre you want to book for (you can only book courts at the centre your smartcard is valid) and Click Tennis
4. Courts available for online booking will have the word TENNIS displayed. As you scroll over the price will also appear
5. Click on the court you'd like then click 'Book it'!

NB: the booking day starts at 7:01am, ie for the following Wednesday you can book from 7:01am the previous Wednesday (this will move to 8:01am for low season; September to April).